

# FY 22 Public Libraries Survey

## Data Elements List

Montana State Library

September 1, 2022

### General Information

- The FY 2022 reporting period is July 1, 2021 through June 30, 2022.
- Data collection opens October 3, 2022 and closes November 30, 2022. Record your library's data on the [Bibliostat Collect](#) website. Login credentials are distributed to library directors via email mid-September.
- Question numbers correspond to Bibliostat Collect survey questions, and PLS numbers correspond to IMLS FY 2022 Data Elements.
- Unless otherwise instructed, calculate all totals for the entire reporting period and for all branches/bookmobiles.
- Round all monetary figures to the nearest dollar.
- Some library information fields will be pre-populated and locked for editing.
- Libraries that participate in MontanaLibrary2Go (MTLIB2GO), Montana Shared Catalog (MSC), and/or OCLC Group Services will have some collection and circulation data pre-populated using statewide data sources.
- If you have questions on a data element, please contact Rebekah Kamp, Montana State Library Data Coordinator, at [rkamp@mt.gov](mailto:rkamp@mt.gov).

### Data Element Quick Reference

#### Section 1 – Contact Information

Survey #	PLS ID	Question	Notes
1.1	152	LIBRARY NAME	Pre-populated
1.2	150	FSCS ID & EXTENSION	Pre-populated
1.3	-	CONTACT NAME AND POSITION	
1.4	-	CONTACT'S EMAIL ADDRESS	
1.5	153	STREET ADDRESS	Pre-populated
1.6	157	MAILING ADDRESS	Pre-populated
1.7	154	CITY	Pre-populated

1.8	-	STATE	Pre-populated
1.9	155	ZIP	Pre-populated
1.10	161	COUNTY	Pre-populated
1.11	162	PHONE	Pre-populated
1.12	-	FAX NUMBER	
1.13	-	LIBRARY HOME PAGE	

## Section 2 – Population

Survey #	PLS ID	Question	Notes
2.1	208	SERVICE AREA POPULATION	Pre-populated

## Section 3 – General Information

Survey #	PLS ID	Question	Notes
3.1	200	INTERLIBRARY RELATIONSHIP CODE	Pre-populated
3.2	201	LEGAL BASIS	Pre-populated
3.3	202	ADMINISTRATIVE STRUCTURE	Pre-populated
3.4	203	FSCS PUBLIC LIBRARY	Pre-populated
3.5	204	GEOGRAPHIC CODE	Pre-populated
3.6	205	LEGAL SERVICE AREA BOUNDARY CHANGE	Yes/No
3.7	209	NUMBER OF CENTRAL LIBRARIES	Pre-populated
3.8	210	NUMBER OF BRANCH LIBRARIES	Pre-populated
3.9	211	NUMBER OF BOOKMOBILES	Pre-populated
3.10	-	NUMBER OF DEDICATED VOTED LIBRARY MILLS – CITY	
3.11	-	NUMBER OF DEDICATED VOTED LIBRARY MILLS – COUNTY	
3.12	-	NUMBER OF DEDICATED VOTED LIBRARY MILLS – LIBRARY DISTRICT	
3.13	-	NUMBER OF GENERAL MILLS – CITY	
3.14	-	NUMBER OF GENERAL MILLS – COUNTY	
3.15	-	NUMBER OF GENERAL MILLS – SCHOOL DISTRICT	
3.16	-	DID YOUR LIBRARY HAVE A MILL LEVY ELECTION ON THE BALLOT DURING THIS FISCAL YEAR?	Yes/No
3.17	-	WAS THE MILL LEVY ELECTION SUCCESSFUL?	Yes/No

## Section 4 – Staff

Survey #	PLS ID	Question	Notes
4.1	-	LIBRARY DIRECTOR FTE	
4.2	-	MAIN LIBRARY LIBRARIAN FTE	
4.3	-	MAIN STAFF WITH MLS FTE	
4.4	250	TOTAL MLS FTE – MAIN AND OUTLETS	4.3 + 4.16
4.5	251	TOTAL LIBRARIANS FTE – MAIN AND OUTLETS	4.1 + 4.2 + 14.14
4.6	-	MAIN – OTHER FTE	
4.7	252	TOTAL – OTHER FTE MAIN AND OUTLETS	4.6 + 14.15
4.8	253	TOTAL PAID STAFF FTE	4.5 + 4.7
4.9	-	LIBRARY DIRECTOR HAS MLS	Yes/No
4.10	-	HOURS WORKED BY NON-PAID STAFF	
4.11	-	DOES YOUR LIBRARY IN ASPEN ( <a href="https://aspensystem.com">HTTPS://ASPEN.MT.GOV</a> ) DISPLAY THE CORRECT INFORMATION FOR STAFF AND TRUSTEES	Yes/No

## Section 5 – Income

Survey #	PLS ID	Question	Notes
5.1	-	LOCAL GOVERNMENT INCOME – LIBRARY DISTRICT	
5.2	-	LOCAL GOVERNMENT INCOME – CITY GENERAL FUND	
5.3	-	LOCAL GOVERNMENT – CITY INCOME FROM DEDICATED VOTED LIBRARY MILLS	
5.4	-	LOCAL GOVERNMENT INCOME – COUNTY GENERAL FUND	
5.5	-	LOCAL GOVERNMENT – COUNTY INCOME FROM DEDICATED VOTED LIBRARY MILLS	
5.6	-	LOCAL GOVERNMENT INCOME – OTHER	
5.7	300	TOTAL LOCAL GOVERNMENT INCOME	5.1 + 5.2 + 5.3 + 5.4 + 5.5 + 5.6
5.8	-	STATE FEDERATION GRANT	Pre-populated
5.9	-	PER CAPITA/SQUARE MILE STATE AID	Pre-populated
5.10	301	TOTAL STATE GOVERNMENT INCOME	5.8 + 5.9

5.11	302	FEDERAL GOVERNMENT REVENUE	
5.12	303	OTHER INCOME	
5.13	304	TOTAL INCOME	5.7 + 5.10 + 5.11 + 5.12
5.14	400	LOCAL GOVERNMENT CAPITAL INCOME	
5.15	401	STATE GOVERNMENT CAPITAL INCOME	
5.16	402	FEDERAL GOVERNMENT CAPITAL INCOME	
5.17	403	OTHER GOVERNMENT CAPITAL INCOME	

## Section 6 – Expenditures

Survey #	PLS ID	Question	Notes
6.1	350	EMPLOYEE SALARIES AND WAGES	
6.2	351	EMPLOYEE BENEFITS	
6.3	352	TOTAL STAFF EXPENSES	6.1 + 6.2
6.4	353	PRINT MATERIALS	
6.5	354	ELECTRONIC MATERIALS	
6.6	355	OTHER MATERIALS	
6.7	356	TOTAL COLLECTION EXPENDITURES	6.4 + 6.5 + 6.6
6.8	-	CONTINUING EDUCATION	
6.9	-	OTHER OPERATING EXPENSES	
6.10	357	TOTAL OTHER OPERATING EXPENDITURES	6.8 + 6.9
6.11	358	TOTAL OPERATING EXPENDITURES	6.3 + 6.7 + 6.10
6.12	-	CAPITAL COLLECTION EXPENDITURES	
6.13	-	CAPITAL FURNISHING AND EQUIPMENT EXPENDITURES	
6.14	-	CAPITAL BUILDING EXPENDITURES	
6.15	-	OTHER CAPITAL EXPENDITURES	
6.16	405	TOTAL CAPITAL EXPENDITURES	6.12 + 6.13 + 6.14 + 6.15

## Section 7 – Collection

Survey #	PLS ID	Question	Notes
7.1	450	PRINT MATERIALS	Pre-populated for MSC

7.2	-	ELECTRONIC BOOK – EBOOKS PROVIDED BY THE STATE LIBRARY (MTLIB2GO)	Pre-populated for MTLIB2GO
7.3	-	OTHER ELECTRONIC BOOK (E-BOOKS)	
7.4	451	TOTAL ELECTRONIC BOOK (E-BOOKS)	7.2 + 7.3
7.5	452	AUDIO – PHYSICAL UNITS	Pre-populated for MSC
7.6	-	AUDIOS – DOWNLOADABLE UNITS PROVIDED BY THE STATE LIBRARY (MTLIB2GO)	Pre-populated for MTLIB2GO
7.7	-	OTHER AUDIO – DOWNLOADABLE UNITS	
7.8	453	TOTAL AUDIO – DOWNLOADABLE UNITS	7.6 + 7.7
7.9	454	VIDEO – PHYSICAL UNITS	Pre-populated for MSC
7.10	455	VIDEO DOWNLOADABLE UNITS	
7.11	457	LICENSED DATABASES – STATE	Pre-populated
7.12	456	LICENSED DATABASES – LOCAL/OTHER COOPERATIVE AGREEMENTS	
7.13	458	TOTAL LICENSED DATABASES	7.11 + 7.12
7.14	-	CURRENT PRINT SERIAL SUBSCRIPTIONS	
7.15	462	OTHER CIRCULATING PHYSICAL ITEMS	Pre-populated for MSC
7.16	461	TOTAL PHYSICAL COLLECTION	7.1 + 7.5 + 7.9 + 7.15

## Section 8 – Service Hours and Square Footage

Survey #	PLS ID	Question	Notes
8.1	713	TOTAL NUMBER OF HOURS OPEN ANNUALLY – MAIN	
8.2	714	TOTAL NUMBER OF WEEKS OPEN ANNUALLY – MAIN	
8.3	711	SQUARE FOOTAGE – MAIN	Pre-populated
8.4	709	OUTLET TYPE	Pre-populated
8.5	702	BRANCH OR BOOKMOBILE NAME	
8.6	713	TOTAL NUMBER OF HOURS OPEN ANNUALLY – OUTLET	
8.7	714	TOTAL NUMBER OF WEEKS OPEN ANNUALLY – OUTLET	

8.8	-	TOTAL NUMBER OF HOURS OPEN ANNUALLY – MAIN AND ALL BRANCHES	8.1 + 8.6
8.9	-	TOTAL NUMBER OF WEEKS OPEN ANNUALLY – MAIN AND ALL BRANCHES	8.2 + 8.7
8.10	711	TOTAL SQUARE FOOTAGE OF MAIN AND ALL BRANCH LIBRARIES	8.3 + 14.13

## Section 9 – Transactions

Survey #	PLS ID	Question	Notes
9.1	501	LIBRARY USERS	
9.2	501a	LIBRARY USERS REPORTING METHOD	CT/ES
9.3	502	REFERENCE TRANSACTIONS	
9.4	502a	REFERENCE TRANSACTION REPORTING METHOD	CT/ES
9.5	-	ATTENDEES IN TECHNOLOGY CLASSES	
9.6	-	ATTENDEES IN ONE-ON-ONE TECHNOLOGY ASSISTANCE	

## Section 10 – Circulation

Survey #	PLS ID	Question	Notes
10.1	503	REGISTERED USERS	Pre-populated for MSC
10.2	553	PHYSICAL ITEM CIRCULATION	Pre-populated for MSC
10.3	-	CIRCULATION OF CHILDREN'S MATERIALS – PHYSICAL	Pre-populated for MSC
10.4	-	CIRCULATION OF CHILDREN'S ELECTRONIC MATERIALS – STATE (MTLIB2GO)	Pre-populated for MTLIB2GO
10.5	551	CIRCULATION OF CHILDREN'S MATERIALS – TOTAL	10.3 + 10.4
10.6	-	CIRCULATION OF E-MATERIALS PROVIDED BY THE STATE LIBRARY (MTLIB2GO)	Pre-populated for MTLIB2GO
10.7	-	CIRCULATION OF E-MATERIALS – OTHER	
10.8	552	TOTAL E-MATERIALS CIRCULATION	10.6 + 10.7
10.9	561	CIRCULATION OF OTHER PHYSICAL ITEMS	Pre-populated for MSC

10.10	554	TOTAL NUMBER OF DATABASE RETRIEVALS	
10.11	555	TOTAL ELECTRONIC CONTENT USE	10.8 + 10.10
10.12	556	TOTAL COLLECTION USE	10.2 + 10.8 + 10.10
10.13	550	TOTAL CIRCULATION	10.2 + 10.8
10.14	-	NUMBER OF ELECTRONIC CARDS ISSUED	Pre-populated
10.15	504	CURRENT OVERDUE FINE POLICY	Yes/No

## Section 11 – Programs

Survey #	PLS ID	Question	Notes
11.1	-	NUMBER OF CHILDREN'S PROGRAMS	11.2 + 11.3
11.2	601	NUMBER OF SYNCHRONOUS PROGRAM SESSIONS TARGETED AT CHILDREN AGES 0-5	
11.3	602	NUMBER OF SYNCHRONOUS PROGRAM SESSIONS TARGETED AT CHILDREN AGES 6-11	
11.4	603	NUMBER OF SYNCHRONOUS PROGRAM SESSIONS TARGETED AT YOUNG ADULTS AGES 12-18	
11.5	604	NUMBER OF SYNCHRONOUS PROGRAM SESSIONS TARGETED AT ADULTS AGE 19 OR OLDER	
11.6	605	NUMBER OF SYNCHRONOUS GENERAL INTEREST PROGRAM SESSIONS	
11.7	606	NUMBER OF SYNCHRONOUS IN-PERSON ONSITE PROGRAM SESSIONS	
11.8	607	NUMBER OF SYNCHRONOUS IN-PERSON OFFSITE PROGRAM SESSIONS	
11.9	608	NUMBER OF SYNCHRONOUS VIRTUAL PROGRAM SESSIONS	
11.10a	600	TOTAL NUMBER OF SYNCHRONOUS PROGRAM SESSIONS BY AUDIENCE	11.2 + 11.3 + 11.4 + 11.5 + 11.6
11.10b	-	TOTAL NUMBER OF SYNCHRONOUS SESSIONS BY FORMAT	11.7 + 11.8 + 11.9
11.11	-	CHILDREN'S PROGRAM ATTENDANCE	11.12 + 11.13 + 11.14 + 11.15 + 11.16

11.12	611	ATTENDANCE AT SYNCHRONOUS PROGRAMS TARGETED AT CHILDREN AGES 0-5	
11.13	612	ATTENDANCE AT SYNCHRONOUS PROGRAMS TARGETED AT CHILDREN AGES 6-11	
11.14	613	ATTENDANCE AT SYNCHRONOUS PROGRAMS TARGETED AT YOUNG ADULTS AGES 12-18	
11.15	614	ATTENDANCE AT SYNCHRONOUS PROGRAMS TARGETED AT ADULTS AGE 19 OR OLDER	
11.16	615	ATTENDANCE AT SYNCHRONOUS GENERAL INTEREST PROGRAM SESSIONS	
11.17	616	SYNCHRONOUS IN-PERSON ONSITE PROGRAM ATTENDANCE	
11.18	617	SYNCHRONOUS IN-PERSON OFFSITE PROGRAM ATTENDANCE	
11.19	618	SYNCHRONOUS VIRTUAL PROGRAM ATTENDANCE	
11.20a	610	TOTAL ATTENDANCE AT SYNCHRONOUS PROGRAMS BY AUDIENCE	11.12 + 11.13 + 11.14 + 11.15 + 11.16
11.20b	-	TOTAL ATTENDANCE AT SYNCHRONOUS PROGRAMS BY FORMAT	11.17 + 11.18 + 11.19
11.21	620	TOTAL NUMBER OF ASYNCHRONOUS PRESENTATIONS	
11.22	630	TOTAL VIEWS OF ASYNCHRONOUS PROGRAM PRESENTATIONS WITHIN 30 DAYS	

## Section 12 – INTERLIBRARY LOANS

Survey #	PLS ID	Question	Notes
12.1	-	LOANS – IN STATE	Pre-populated for MSC/OCLC
12.2	-	LOANS – OUT OF STATE	Pre-populated for OCLC
12.3	575	TOTAL LOANS	12.1 + 12.2
12.4	-	BORROWS – IN STATE	Pre-populated for MSC/OCLC
12.5	-	BORROWS – OUT OF STATE	Pre-populated for OCLC

12.6	576	TOTAL BORROWS	12.4 + 12.5
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### Section 13 – Internet Access

Survey #	PLS ID	Question	Notes
13.1	-	LIBRARY HAS INTERNET ACCESS	Yes/No
13.2	-	LIBRARY PROVIDES WIRELESS ACCESS	Yes/No
13.3	-	DOES THE LIBRARY HAVE DIFFERENT BANDWIDTH FOR STAFF AND PUBLIC	Yes/No
13.4	-	TYPE OF INTERNET CONNECTION	
13.5	-	LAPTOP AND/OR DEVICE CHECKOUT	
13.6	650	INTERNET ACCESSIBLE COMPUTERS – USED BY PUBLIC	
13.7	-	INTERNET ACCESSIBLE COMPUTERS – USED BY STAFF	
13.8	651	PUBLIC INTERNET COMPUTERS USES	
13.9	651a	PUBLIC INTERNET COMPUTERS USES REPORTING METHOD	CT/ES
13.10	652	WIRELESS SESSIONS	
13.11	652a	WIRELESS SESSIONS REPORTING METHOD	CT/ES
13.12	653	LIBRARY WEBSITE VISITS – ANNUALLY	

### Section 14 – Outlets

Survey #	PLS ID	Question	Notes
14.1	700	FSCS ID & EXTENSION	Pre-populated
14.2	702	LIBRARY NAME	Pre-populated
14.3	-	CONTACT NAME AND POSITION	
14.4	-	CONTACT'S EMAIL ADDRESS	
14.5	703	STREET ADDRESS	Pre-populated
14.6	-	MAILING ADDRESS	Pre-populated
14.7	704	CITY	Pre-populated
14.8	705	ZIP CODE	Pre-populated
14.9	707	COUNTY	Pre-populated
14.10	708	PHONE NUMBER	Pre-populated
14.11	-	FAX NUMBER	
14.12	709	OUTLET TYPE	Pre-populated

14.13	-	SQUARE FOOTAGE OF BRANCH LIBRARY	Pre-populated
14.14	-	OUTLET LIBRARIAN FTE	
14.15	-	OUTLET ALL OTHER FTE	
14.16	-	OUTLET STAFF WITH MLS: ALA-MLS	

## Section 15 – COVID-19

Survey #	PLS ID	Question	Notes
15.1	510	WERE ANY OF THE LIBRARY'S OUTLETS PHYSICALLY CLOSED TO THE PUBLIC FOR ANY PERIOD OF TIME DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.2	511	DID LIBRARY STAFF CONTINUE TO PROVIDE SERVICES TO THE PUBLIC DURING ANY PORTION OF THE PERIOD WHEN THE BUILDING WAS PHYSICALLY CLOSED TO THE PUBLIC DUE TO THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.3	514	DID THE LIBRARY ALLOW USERS TO COMPLETE REGISTRATION FOR LIBRARY CARDS ONLINE WITHOUT HAVING TO COME TO THE LIBRARY DURING THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.4	515	DID THE LIBRARY PROVIDE REFERENCE SERVICE VIA THE INTERNET OR TELEPHONE WHEN THE BUILDING WAS PHYSICALLY CLOSED TO THE PUBLIC DURING THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.5	516	DID THE LIBRARY PROVIDE 'OUTSIDE' SERVICE FOR CIRCULATION OF PHYSICAL MATERIALS AT ONE OR MORE OUTLETS DURING THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.6	520	DID THE LIBRARY INTENTIONALLY PROVIDE WI-FI INTERNET ACCESS TO USERS OUTSIDE THE BUILDING AT ONE OR MORE OUTLETS DURING THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.7	521	DID THE LIBRARY INCREASE ACCESS TO WI-FI INTERNET ACCESS TO USERS OUTSIDE THE	Yes/No

		BUILDING AT ONE OR MORE OUTLETS DURING THE CORONAVIRUS (COVID-19) PANDEMIC	
15.8	522	DID LIBRARY STAFF WORK FOR OTHER GOVERNMENT AGENCIES OR NONPROFIT ORGANIZATIONS INSTEAD OF, OR IN ADDITION TO, THEIR NORMAL DUTIES DURING THE CORONAVIRUS (COVID-19) PANDEMIC	Yes/No
15.9	715	NUMBER OF WEEKS AN OUTLET CLOSED DUE TO COVID-19	
15.10	716	NUMBER OF WEEKS AN OUTLET HAD LIMITED OCCUPANCY DUE TO COVID-19	